

PUBLIC EMPLOYEES' RETIREMENT SYSTEM

PERS-HRD-88 (Rev. 7/89) – Req #6391

POSITION DUTY STATEMENT

Reference File #6391 on application

INSTRUCTIONS: The Executive Officer is required by Government Code Section 18805 to report (or to record) "...material changes in the duties of any position in his jurisdiction." The Position Duty Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the proportion of total work time occupied. Prepare copies for employee assigned to the position and his/her supervisor.

Title of PositionFund Accounting Health Unit
Supervisor**Division and/or Subdivision**Fiscal Services Division
Fund Accounting Health Unit**Location of Headquarters**

Sacramento

Class Title of Position

Accounting Administrator I (Supervisor)

Position Number

275-250-4549-004 / PS #2613

Effective Date

1/11/08

REQ#6391Percent
of
Time
Required

Effective on the date indicated, under the general direction of the Accounting Administrator II (Supervisor) of the Fund and Retirement Accounting Section, the employee assigned to the position identified above serves in a supervisory/leadership capacity performing the following:

40%

Plans, organizes, directs, and monitors the Fund Accounting Health Unit activities. This includes: (1) developing repeatable and efficient processes and procedures; (2) establishing and maintaining accounts and general ledger records of the health funds; (3) gathering, classifying, analyzing and summarizing data for all financial and statistical reports relating to the health funds; (4) analyzing accounting practices of the health funds as they relate to the State Administrative Manual and generally accepted accounting principles; (5) assisting CalPERS management to compile accounting and statistical data; (6) implementing accounting processes for new programs

40%

Plans the work of professional and semi-professional staff involved in fund accounting health unit activities. Evaluates the performance of employees and assists with their continuing job development. Schedules and allocates staff resources to achieve the unit's accounting objectives for timeliness, accuracy, and completeness. Develops employee understanding of FCSD's goals, mission, vision, and core values. Recruits and trains new employees.

20%

Continually evaluates business processes and policies and procedures for improvement and efficiencies. Serves as main contact/liaison/representative for special projects and other issues affecting the unit. Coordinates procedures and workflow with other divisional accounting functions. Specifically, assure the Public Agency Health Billing System, Pre-Paid Annuitant Health Premium System, Long Term Care Billing and Collection System accounting data and operational procedures accurately account for all activity and transactions. Work directly or supervise employees working with the professional staff of HBSB and the Long Term Care Group. Assists in development of the divisions' business and operational plans.